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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: AUG 8 1955

FROM : Acting Chief, Transportation Division, OL

SUBJECT: Transportation Division Workload

In accordance with verbal instructions received from the Assistant Director of Logistics, 5 August 1955, the following information concerning the workload of this division in relation to its personnel strength is furnished, as follows: (information is being presented in three categories as directed)

## I. Brief Functional Statement

The Transportation Division provides for the movement of Agency supplies and equipment, personnel, household goods and privately-owned automobiles. Develops transportation regulations, procedures and programs to ensure the timely movement of personnel, equipment and supplies to meet operational requirements in the most efficient and economical manner consistent with security.

The workload of the Transportation Division is peculiar in that the greater portion of its workload consists of requirements placed upon this division by all components of the Agency. The statistics kept on a monthly basis indicate that these requirements are slowly increasing. An adequate description of this workload cannot easily be shown by a list of work units, in that such a list would be extremely voluminous and would not readily point up the over-all workload.

In general, it can be stated that the workload of this division consists of planning, arrangement for, and the coordination of all aspects of the movement of materiel by all methods of transportation from the point of origin to the point of destination. Coordination of booking space, processing and issuance of necessary documents for the movement of cargo to the ports of embarkation by government channels and commercial carriers.

The development of information relating to routes, scheduled carriers, cleared contacts of commercial and government carriers, and regulations and requirements for cargo shipment.

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Extensive security coordination with the shipper, cleared commercial or government carriers [REDACTED] as applicable, on covert shipment of sensitive operational materiel. 25X1C

Arranging for incoming shipments of Agency materiel from overseas stations.

Determining applicability of various laws and regulations administered by other government agencies as related to Agency shipments.

Securing licenses from the Department of State for the export of munitions of war and from the Department of Commerce for the exportation of all other materiel.

Coordinating with the Coast Guard or the Bureau of Customs, as applicable, to protect security requirements of the Agency.

Arranging export packing, shipment of household goods and privately-owned automobiles and other personal effects of Agency employees traveling PCS from the continental United States to all overseas stations.

Arranging non-temporary storage of household goods not shipped overseas by employees who have transferred to an overseas PCS station.

Arranging necessary customs clearances, shipment to final destination, temporary storage, unpacking, setting up in quarters of household goods of Agency personnel returning to the U. S. from overseas stations.

Processing bills for payment on service rendered in connection with shipments and storage.

Conducting research of all aspects of travel of personnel and transportation of effects of Agency personnel.

Providing Headquarters motor pool service, including scheduled special bus service, sedan service and motor truck transport service for the movement of personnel, supplies, and equipment.

Inspecting, maintaining and repairing Headquarters controlled motor vehicles.

Developing, reviewing, coordinating and recommending plans, regulations, procedures and programs pertaining to the movement of employees and dependents, shipment of household goods, personal effects, privately-owned automobiles, transportation of materiel; allocation, use, operation and maintenance of Agency motor vehicles.

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Developing and controlling division statistical records and reporting procedures.

Coordinating preparation of division budget. Providing administrative support by reviewing and routing official correspondence, maintaining files of publications and directives, preparing personnel actions, travel vouchers, requests for office space and equipment; developing personnel training requirements and advising on internal security matters.

Experience indicates that the projected workload of this Division will continue approximately on the same level with a very gradual increase in requests for shipments of all types.

25X9A2 II. During the past 15 months, this division has had a management survey, a personnel survey and an Inspector General's inspection, the latter being very recent. Each of these surveys were exhaustive as to their purpose, the main point of each being an analysis of organization and personnel assignments. None of these surveys indicated the possibility of consolidation of functions of this division, and all substantiated the need for the present assigned table of organization. In fact, the management survey which was completed in May 1954, indicated the workload of the Transportation Division to be 132.44 man years, even though the Transportation Division at that time consisted of only [REDACTED] positions. This would indicate that from a management standpoint, the Transportation Division was understaffed. The workload of this division has not decreased since that time but has, in fact, increased slightly and indicates our projected workload will continue at approximately the same level.

A portion of the automotive repair work of the Highway Branch is currently being handled on a contract basis. However, due to security aspects, the volume of this work done by the commercial concern cannot be increased. The shipment of materiel and personal effects and automobiles is almost entirely affected through some cover agency and therefore contracting of these functions is precluded for security reasons.

III. Based on the three surveys mentioned in section II above, and continuing internal division management studies, the present table of organization of the Transportation Division is considered to be our bare minimum personnel requirements.

An arbitrary cut in any of the personnel of this division would result in an immediate decrease in our work accomplishments. At present the Highway Branch is unable to meet all requests for service

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and each week there is a substantial number of delays and cancellations. During the past three months the average delays and cancellations experienced were approximately 311. A cut in this branch would result in increased delays and cancellations of both sedan and truck service. Any cut in personnel in the Cargo or Passenger Movement Branches would result in an immediate backlog of shipments, and an inability to meet availability dates.

A cut in either the Planning and Control Staff or Administrative Staff would result in retarding the development of regulatory material, urgently needed staff studies, detailed staff work, statistical and control procedures and general administrative functions.

In summary, a cut in any personnel would have an immediate adverse affect on the Transportation Division and the extent of the adverse affect would be in direct proportion to the number of personnel decreased.



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